

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Chief	Job Family:
General Classification: Management	Job Grade:

Definition: To direct the Police Department in the prevention of crimes, protection of life and property, preservation of the peace, apprehension of criminals, and assisting in the prosecution of criminals in the community.

Distinguishing Characteristics: This position serves as a department head. The divisions of the Police Department are Field Services, Investigative Services, and Administrative Services.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Develops, implements, and reviews departmental and Division goals, objectives, and policies and procedures in order to provide adequate police services to the community.
2. Organizes and manages personnel, facilities, equipment, and other resources of the Department in order to achieve an acceptable level of service.
3. Maintains a competent and motivated work force through establishing training, development, evaluation, and disciplinary procedures and guidelines.
4. Coordinates work of the Department with other City departments and agencies, as well as with the judicial system.
5. Initiates and analyzes special reports and studies to determine current and future needs for police services and to determine the feasibility of new programs such as public crime prevention education.
6. Participates in planning for adequate security of new developments.
7. Establishes positive working relationships with other law enforcement agencies.
8. Keeps City management properly informed of activities and issues of the Department.
9. Establishes and maintains good community relations.

10. Develops and administers the Department budget.
11. Attends regularly scheduled City Council meetings to serve as Sergeant At Arms.

Minimum Qualifications:

Knowledge of: Philosophies, techniques, and principles of urban law enforcement programs, organizations, and procedures; City governmental structure and management; management and operation of a City department.

Ability to: Develop, implement, and maintain law enforcement policies and procedures; organize and manage City departments; select, develop, motivate, and direct departmental staff; assess community law enforcement needs and develop, present, and implement programs and policies addressing them; communicate effectively orally and in writing; prepare and administer departmental budget.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to graduation from college with a degree in law enforcement or a related field. Possession of a post-management certificate, with a Masters Degree in Public Administration and/or post-command college certificate preferred.

Required Licenses or Certificates: Valid California driver's license.

Established February 1980

Revised June 1991

CLASS SPECS

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